

Welcome

Plauderraum

Great that you're here and want to chat with us.

This guide will show you step by step how to join our **Zoom meeting**.

- 1 To get to the Plauderraum, either click on the link in our invitation e-mail or copy the following link into the search bar on the Internet:

<https://caritas-at.zoom.us/j/92162891849>

- 2 A digital Pop-Up Window in your browser will open. Click on the blue **'Open meeting | Meeting eröffnen'** button

Meeting eröffnen

- 3 Now a text **'Are you having problems with Zoom Client? Sign in with your browser'** should be visible. Click on **'Sign in with my browser'**.

- 4 Next, a browser window will appear where you can enter your name. Enter your first name and click on the blue **'Join'** button. And you're in the chat room.

Enter Meeting Info

Dein Name

☐ Meinen Namen für zukünftige Meetings merken

Indem Sie auf "Teilnehmen" klicken, akzeptieren sie die Nutzungsbedingungen und Datenschutzbestimmungen.

Teilnehmen

Another browser window will appear. Here you will be asked whether you want to allow Zoom to use your camera and microphone. Click on **'Allow'** or **'Teilnehmen'** so that we can see and hear you.

Welcome



Here are a few useful tips for the Plauderraum

- ✓ At the bottom left you will find a microphone icon. Here you can **mute** and **unmute** yourself (**Stummschalten**).
- ✓ Right next to it is a camera symbol. You can switch your **camera on** and **off** (**Video starten**).



- ✓ You also have the option of sharing your screen, so that everyone in the Plauderraum can see what you want to show to us. You will find an icon in the centre of your screen that says '**Share screen**' or '**Bildschirm freigeben**'. Click on it and select the screen you would like to share with all participants in the Plauderraum.



Do you have any other questions about Plauderraum?

You can find many more answers on our website at:
www.plauderraum.caritas-wien/fragen

We look forward to chatting with you!